

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-5.3**

TITLE: HOLIDAYS

SECTION 1. GENERAL

- 1.1 Scope - Policy regarding holidays in the Eastern West Virginia Community and Technical College Board of Governors.
- 1.2 Authority - West Virginia Code §18 B-1-6 and Higher Education Policy Commission Title 133 Procedural Rule Series 14
- 1.3 Filing Date - July 17, 2003
- 1.4 Effective Date -
- 1.5 Repeal of Former Rule - Repeals and replaces Eastern West Virginia Community & Technical College Board of Governors Policy No. BP 5.3, effective April 3, 1992.

SECTION 2. GRANTING POWER

- 2.1 The Eastern West Virginia Community and Technical College Board of Governors hereby directs that the President of the College shall determine six (6) holidays which will be observed by the employees of the College in addition to the six specified holidays.

SECTION 3. NUMBER OF FULL HOLIDAYS

- 3.1 The number of full holidays shall be twelve, plus additional days for any statewide, primary or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King's Birthday. Six additional days determined by the President of the College shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.

- 3.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees of the College as determined and communicated by the President of the College. The President may determine that additional legal holidays which are proclaimed shall be observed at a future date, if operational needs of the institution require the holiday not be observed on the date proclaimed.
- 3.3 As specified in the regulations of the division of personnel for agencies of the executive branch of state government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on a Tuesday, Wednesday, Thursday, or Friday.

SECTION 4. SCHEDULES

- 4.1 Holiday schedules are to be established and used on a fiscal year basis.
- 4.2 The President shall submit to the Chancellor by June 30 of each year a list of the holidays to be observed at the College for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.

BOARD OF GOVERNORS, CHAIR

July 17, 2003

DATE